



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CSA-05-112	POSITION: Medical Records Administration Specialist
POSITION SERIES: DS-0669	POSITION GRADE: 13
OPENING DATE: 06/13/05	CLOSING DATE: Open Until Filled
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: 06/27/05 (and every two (2) weeks thereafter)	SALARY RANGE: \$63,211 – \$82,180 Per Annum
WORKSITE: 1250 U Street, N.W. Washington, D.C. 20009	TOUR OF DUTY: 8:15 a.m. - 4:45 p.m. Monday-Friday
PROMOTION POTENTIAL: None	AREA OF CONSIDERATION: Unlimited
AGENCY: Community Services Agency (CSA), Adult Services	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Term (13 months to 4 years) Not to Exceed _____. <input type="checkbox"/> Temporary (Up to 1 year), Not to Exceed ____ months.	
<input type="checkbox"/> This position IS in the collective bargaining unit represented by _____ and you may be required to pay an agency service fee through an automatic payroll deduction.	
<input checked="" type="checkbox"/> This position IS NOT in a collective bargaining unit.	
"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988": An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.	
BRIEF DESCRIPTION OF DUTIES: The incumbent of this position is responsible for clinical records administration with particular emphasis on Medical Clinics, Medical Services and community-based mental health treatment records. Provides over-all leadership, planning and management of all clinical records related to activities for reimbursable Mental Health Rehabilitation Services as well as non-reimbursable services. Manages, advises on, preserves, analyzes, and supervises the use of diagnostic and therapeutic medical records. Develops and implements the records management policies and procedures to include all clinical records functions relating to processing admissions, transfers, discharges, deaths, record assembly and analysis, coding and abstracting, indexing, file accountability, release of information, records storage, maintenance and retrieval, and staff education and training, in accordance with the Department of Mental Health policies. Serves as principal advisor to the Community Services Divisions/services on all matters pertaining to appropriate record keeping. Represents the Community Services Agency in court cases; including subpoena of clinical records.	
QUALIFICATIONS REQUIREMENT: Candidate must possess one (1) year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.	
SELECTIVE PLACEMENT FACTOR(S): Candidates must possess, as a minimum, a Bachelor's degree with Registered Health Information Administrator (RHIA) certification in Health Information/Medical Records Management.	

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

RANKING FACTORS

1. Knowledge of regulations pertinent to medical records management, including the regulations and requirements of licensing, accrediting, and regulatory agencies.
2. Ability to maintain an efficient medical records system that responds timely to various authorized sources.
3. Knowledge of clinical records administration for the purpose of reimbursement and certification.
4. Knowledge of a technical health care administration field, and skill in applying this knowledge to the development of new methods, approaches, or procedures.
5. Ability to communicate, both orally and in writing.
6. Proficiency with the Microsoft Word, Excel, and PowerPoint.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY:

DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: John P. Coghlan, (202) 698-2384 or Sharon Lofton (202) 698-2385
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq. ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988. "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."